



DEPARTMENT OF THE NAVY

COMMANDER
NAVY REGION, MID-ATLANTIC
1510 GILBERT ST.
NORFOLK, VA 23511-2737

IN REPLY REFER TO:

COMNAVREGMIDLANTINST 5355.2B

N1

17 APR 2008

COMMANDER, NAVY REGION, MID-ATLANTIC INSTRUCTION 5355.2B

From: Commander, Navy Region, Mid-Atlantic

Subj: REGIONAL NAVY DRUG AND ALCOHOL PROGRAM

Ref: (a) OPNAVINST 5350.4C
(b) CNI WASHINGTON DC 061834Z Jan 06
(c) SECNAVINST 5300.28D

Encl: (1) UICS Under Region
(2) Sample MOU
(3) Monthly Urinalysis Report Sheet

1. Purpose. To provide guidelines for the Navy Drug and Alcohol Program's manning, goals, and requirements by implementing policy set forth in reference (a). These guidelines provide for a standardized, consistent, and reliable program with built-in checks and balances. Emphasis is on 100 percent participation, compliance, and maintaining the "RANDOMNESS" factor that will enhance the level of deterrence.

2. Cancellation. COMNAVREGMIDLANTISTAFFINST 5355.2A.

3. Policy. The Navy's drug policy is "Zero Tolerance." This requires mandatory processing for separation of all individuals found guilty of a single incident of drug use. To effect the desired cultural change throughout the Commander, Navy Installations Command (CNIC) area of responsibility (AOR), reference (b) directs the following:

a. Conduct random urinalysis testing at a minimum rate of 20 percent, monthly.

b. Test a minimum of 4 days per month, all UICs and sub-UICs for which you are responsible and report.

17 APR 2006

c. Conduct a unit sweep per calendar year (CY) (this is defined as 80 percent of a command tested within a 24-hour period). (Per reference (a), unit sweep accomplishment is an annual testing of all assigned personnel).

d. Communicate that personnel are forbidden to possess, introduce, distribute, and/or use any product or device that is intended to defeat the Navy Urinalysis Program.

e. Commanding Officers (CO) shall implement a substance abuse prevention strategy that fosters a culture free of alcohol and drug abuse, focusing on behavioral change. Assistance in development of successful substance abuse prevention strategy can be obtained by contacting Regional ADCOs.

f. Communicate that a member who obtains a second DUI/DWI within a 5-year period shall be administratively separated.

g. Drug and Alcohol Abuse Report (DAAR) must be submitted within 30 days of any alcohol or drug related incident.

h. Commands are required to begin the discharge process for everyone testing positive during urinalysis testing within 60 days of command notification. In the event of a CO determination of "No Wrongful Use," formal correspondence must be submitted to PERS-671 via the Regional Commander and CNIC (N1), as per reference (a).

4. Applicability. Under CNIC and the Regional Alcohol and Drug Control Officer (ADCO), Commander, Navy Region, Mid-Atlantic (COMNAVREG MIDLANT), requires all Urinalysis Program Coordinators (UPC) within the Region to review and maintain all current Memoranda of Understanding/Agreement (MOU/MOA), maintain accurate rosters to ensure that all assigned servicemembers are accounted for. It is highly recommended for commands with more than 30 personnel to implement and conduct their own urinalysis program. Commands with less than 30 personnel may request assistance from larger commands to provide such service. A MOU/MOA, enclosure (2), will be completed and signed by both parties. This agreement will require military personnel to check in and/or out with the UPC, in compliance with reference (a), paragraph 4.b(1)(b). (Comply with urinalysis policy and procedure as well as higher authority in accordance with references (a) and (b).)

17 APR 2006

The agreement shall be reviewed at least annually, or as determined by both parties. Commands being tested are to assist by providing qualified observers at the time their personnel are to test. It is also the responsibility of each command being tested to help defray the cost of urinalysis testing by providing urinalysis supplies. Many commands testing are limited in funds for supplies, therefore, commands relying on other commands to test and assist with the cost.

a. In accordance with reference (a), "random urinalysis sampling of small numbers on a frequent basis provides best results, it reduces the predictability of command testing, and raises the perceived risk of detection." Testing in small numbers, more frequently, makes the process shorter and simpler, and acts as a greater deterrent to drug abuse. Additionally, to minimize the opportunities for "cheating," and to maximize the deterrent effect, testing times should remain unpredictable. Therefore, bi-monthly, Regional UPCs are to report, via E-Mail, to the COMNAVREG MIDLANT ADCO, the total number of personnel assigned per UIC, the number of personnel tasked to participate in urinalysis, and the actual number of personnel tested (enclosure (1) provides listings). This bi-monthly reporting provides a tool for all UPCs to account for their activities. There have been multiple instances where the Alcohol and Drug Management Information Tracking System (ADMITS) has delays in its data entries providing an incorrect display of activity even if the command is in full compliance for that period. A bi-monthly reporting system will also provide COs and the Regional ADCO with near to real time situational awareness of each UIC's status. Monthly, UPCs are to provide a report of percentages tested for each UIC that month (enclosure (3)).

b. The UPC is the advisor to the CO on all matters relating to urinalysis testing, including methodology, collection, and transportation of samples to the Navy Drug Screening Lab (NDSL). Although reference (a) requires each command to appoint a UPC by the CO, it has proven effective and is strongly recommended that each command delineate no less than two working UPCs in order to facilitate program requirements and testing frequency.

17 APR 2006

Additional trained command UPCs could assist with testing personnel who are assigned shift work or unique duty rotations to ensure 100 percent participation in monthly testing. Naming or assigning a person who is not trained or actively involved in the command program does not meet the criteria and spirit of the instruction.

c. For urinalysis program purposes, base installation police/security precincts (military) have fallen under the cognizance of the Installation Commanders (IC). Precinct personnel commonly work shift hours, which makes participation difficult. Effective immediately, each precinct will designate and train at least two assistant program coordinators (AUPC) to work in conjunction with the installation UPCs to ensure program integrity.

5. Action. Each CO/IC/OIC shall review their testing methodology and historical data to determine if their command is meeting the spirit and letter of the Navy's drug prevention program. In addition, to measure for program integrity, the ADCO will coordinate with the Drug and Alcohol Program Management Activity (DAPMA), Norfolk, in providing training and assistance to urinalysis testing personnel. These services will enable the commands to maintain well-educated, urinalysis testing UPCs and observers regarding new drugs and the latest methods being employed to "beat the test." The ADCO will:

a. Review the quality control discrepancies that the naval drug screening lab includes with each testing message.

b. Regularly review urinalysis testing data to identify trends and then focus testing accordingly. However, COs should understand that a small number of positive urinalysis results does not guarantee the veracity of their testing process.

c. Provide quarterly percentage report to COMNAVREG MIDLANT and to ICs under the cognizance of COMNAVREG MIDLANT.

6. General Scope. Sailors ultimately decide for themselves whether they will use drugs. Rigid adherence to existing testing policies and intrusive leadership eliminates much of the opportunity and motivation behind deceptive urinalysis practices. Deterrence is achieved through severe, predictable, and published consequences. This will clearly communicate the Navy's high standards of personal behavior, and ensures your programs are in compliance with Navy standards.



F. R. RUEHE

Distribution:

Electronic only, via COMNAVREG MIDLANT Web site

<https://www.cnrma.navy.mil/>

17 APR 2006

UICs UNDER THE COGNIZANCE OF COMNAVREG MIDLANT

<u>UICs Under NAVSTA Norfolk 62688</u>	<u>APPROX # PERSONNEL</u>
62688	300
61463 COMNAVREG MIDLANT	60
66990 PAO	10
68563 CREDO	6
30297 FISC	40
3272A Support Services Storefront	180
45627 Air Terminal	70
46902 Regional Public Safety	45
47523 Sewells Point Public Safety	320
 <u>UICs Under NAVSUPPACT Norfolk 57095</u>	
57095	120
4156A Public Safety NW	25
4158A NAVSUPPACT Norfolk NW Annex	37
48663 Family Service Center	60
 <u>UICs Under NAVPHIBASE Little Creek 61414</u>	
61414	85
3268A Port Ops	35
3271A Support Services Storefront	70
40191 Public Safety Storefront, Little Creek	107
48669 Family Service Center	4
 <u>UICs Under OCEANA 60191</u>	
60191	300
30774 NALF Fentress	50
3164B FISC	80
32442 Dam Neck Det	7
3264A Regional Facilities	1
3270A Support Service Center	135
45976 VISUPEN Oceana	25
47213 Public Safety	225
 <u>UICs Under YORKTOWN 69212</u>	
69212	30
31569 Port Ops	7
31836 Public Safety	124
31896 Regional Support Services	45
33127 Regional Facilities	3
 <u>UIC under NCTAMS LANT 30298</u>	
(Personnel belong to PDIT)	4

S-A-M-P-L-E

DEPARTMENT OF THE NAVY
(Senior Officer's Command, first) (ZIPCODE)
(2ND Command (ZIPCODE)
(City & State, if both commands in same area.)

(Senior Officer's Command)
SSIC
Ser/Code
Date signed

(Command Name)
SSIC
Ser/Code
Date signed

MEMORANDUM OF UNDERSTANDING
BETWEEN

XXXXXXXXXXXXXXXXXXXXXXXXXXXX
(Senior Command/Officer)

AND

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Subj: URINALYSIS TESTING; MEMORANDUM OF UNDERSTANDING

Ref: (a) DOD 4000.19
(b) OPNAVINST 5350.4D
(c) SECNAVINST 5300.28C
(d) COMNAVREGMIDLANTINST 5355.2B

1. Purpose: The purpose of this Memorandum of Understanding (MOU) is to set forth the guidelines under which XXXXXXXXXXXXXXXX agrees to provide support to XXXXXXXXXXXXXXXX regarding urinalysis testing for their active duty military personnel.

2. Authority: This agreement has been negotiated in accordance with references (a) through (d).

3. Background: Urinalysis testing of active duty personnel is mandated by references (b) and (d). Installation Commanders (IC), Commanding Officers (CO), and Officers In Charge (OICs) are directed to conduct an aggressive urinalysis program for their personnel. This program establishes a valid and reliable means for inspecting personnel to assess the command's readiness to carry-out its assigned mission; serves as a strong deterrent against drug abuse; and provides statistical data and demographics on the prevalence of drug abuse. Lack of resources necessitates using outside sources to provide this urinalysis service in order to comply with program requirements.

Subj: URINALYSIS TESTING; MEMORANDUM OF UNDERSTANDING

4. Responsibilities

a. XXXXXXXXXXXXXXXXXXXX shall provide the following:

(1) Manpower to conduct urinalysis testing.

(2) Required documents, including urinalysis register and DD2624.

(3) Conduct all urine collections for the above command as well as the handling and shipping of the same to the applicable Naval Drug Screening Laboratory.

(4) Ensure all testing is in compliance with references (a) through (d).

(5) Expeditiously notify supported commands on the same day as the scheduled urinalysis testing.

b. XXXXXXXXXXXXXXX shall provide the following:

(1) Expeditiously respond to the Urinalysis Coordinator with the request for a personnel roster.

(2) Provide on a regular basis (between 30 and 60 days duration) through E-Mail, an updated personnel roster from the above command.

(3) Supported commands may be requested to assist with the cost of urinalysis supplies. Also, during unit sweeps, supported commands are to provide observers by the requesting command. Observers are to be that of E-5s and above.

(4) Require their personnel (new/transfers/retirees) to check-in and/or out with the XXXXXXXXXXXXXXXXXXXX, in compliance with reference (b) (paragraph 4.b(1)(b)).

(5) Comply with XXXXXXXXXXXXXXXXXXXX urinalysis policy and procedure as well as higher authority, in accordance with references (b) through (d).

5. Review. This agreement shall be reviewed at least annually, or as determined by the parties. Re-evaluation and re-negotiation of the provisions of this agreement may be initiated by either party at any time and will be effected upon approval of all parties.

17 APR 2006

Subj: URINALYSIS TESTING; MEMORANDUM OF UNDERSTANDING

6. Disputes. Any disputes shall be mutually resolved between the parties.

7. Effective Date. This agreement will be effective upon the date of the last signature.

8. Termination. This agreement shall remain in effect until either party gives written notice of their intent to withdraw. Such notice shall be submitted at least 60 days prior to the anticipated date of termination.

APPROVED BY:

NAME
Captain, U.S. Navy
Commanding Officer
XXXXXXXXXXXXX
Norfolk, VA xxxxx

Date: _____

NAME -SENIOR COMMAND/OFFICER
Captain, U.S. Navy
XXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXX
Norfolk, VA xxxxx

Date: _____

S-A-M-P-L-E

17 APR 2006

Monthly Urinalysis Report

Command/Department	Personnel	# Requested	# Tested	# Not Tested	% Tested	% Not Tested
	Assigned	Total	Collected	Incomplete		
Storefronts						
Storefront Totals	0	0	0	0		
Tenants						
Tenant Totals	0	0	0	0		
Overall Totals						